

# SOUTH CENTRAL INDIANA VA STAND DOWN

October 11, 2012 ~ 10:00 a.m. - 2:00 p.m.

American Legion  
1800 West 3rd Street  
Bloomington, IN 47404-5200

## INFORMATION AND GUIDELINES FOR MONROE COUNTY VA STAND DOWN BOOTH APPLICATION

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**The purpose of the VA Stand Down is to: Provide Veterans struggling with homelessness and poverty with a broad range of necessities including food, clothing, medical, legal and mental health assistance, job counseling and referral, and most importantly, companionship and camaraderie. The hand up -- not a handout -- philosophy of Stand Down is carried out through the work of hundreds of volunteers and organizations throughout the nation.**

**General Information:** Due to space and facility limitations, prime booth locations will be assigned on a first come first serve registration bases. Each organization will be limited to one booth. Applicants are welcome to bring a 10' x 10' tent for shade.

**Booth Registration:** Booth Registration is FREE

### **Participant Guidelines:**

- The expo will be held rain or shine.
- Organizations are asked to provide a specific service to veterans at the Stand Down (i.e. medical screenings, job counseling, clothing, etc.), not just information. Of course, you may hand out brochures in addition to providing the service.
- Interactive activities that engage attendees as they visit will make the booth inviting and enjoyable.
- Follow up referral services are encouraged.
- All participating agencies will need to bring their own signage.
- Arrive early to have your booth completely ready by the 10am start time.
- Please ensure that your table is staffed for the entirety of the event.
- Water stations available throughout the event.
- Please allow an additional 30 minutes after the event for a participating agency and planning committee debriefing.

**~ PLEASE COMPLETE APPLICATION BELOW ~**

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## VA STAND DOWN BOOTH APPLICATION

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell/Emergency Phone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please check booth requirements: (limited amount of inside space is available)

- ☐ Electric access needed  
☐ Internet access needed  
☐ Confidential space required  
☐ Additional Volunteers requested – How many \_\_\_\_\_

Will you need a table (8') and two chairs? ☐ Yes ☐ No

What information will you be including in your booth?

\_\_\_\_\_  
\_\_\_\_\_

Please give a short description of the services you will be providing.

\_\_\_\_\_  
\_\_\_\_\_

List any special accommodations you will need for the event.

\_\_\_\_\_  
\_\_\_\_\_

~~~ *THIS APPLICATION IS AVAILABLE ON-LINE AT [WWW.BLOOMINGTON.IN.GOV/CFRD](http://WWW.BLOOMINGTON.IN.GOV/CFRD) ~~~*

*If you prefer to fill out this paper application, please return it to the following address:*

VA Stand Down  
Community and Family Resources Department  
P.O. Box 100  
Bloomington, Indiana 47402

*Additional information regarding "logistics" (set-up, breakdown, booth location)  
will be circulated well in advance of the October 11th VA Stand Down date.  
Application deadline is September 15, 2012.*